

# WEBDOCS

WEB ENABLED DOCUMENT CONVERSION  
SYSTEM

User's Guide for Retrieval

MAY 2000

## **INTRODUCTION**

WEBDOCS or the Web Enabled Document Conversion System is a World Wide Web (WWW) based system that DRMOs use to upload and save scanned 1348 documents (and associated documentation), as well as retrieve and view stored images and data.

The DRMS generating activity customers (a.k.a. generators) may use the system to retrieve turn-in documentation. This manual provides an overview of the directions for retrieval of documentation from the system.

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## IMAGE DATA RETRIEVAL

The image retrieval function provides the user with a variety of methods to retrieve document images from WEBDOCS. We recommend the user enter as much information as possible when retrieving documents. A minimum entry of three characters is required in any field.

Users may retrieve documentation by entering information in at least *one* of the following key fields: DTID, Julian Date, NSN, Generator RIC or UCN. Entering information in multiple key fields will narrow the search results.

### Section 1.1 Searching for Document Images

1. From the WEBDOCS Main Menu ([http://www.drms.dla.mil/web\\_docs/generatorindex.html](http://www.drms.dla.mil/web_docs/generatorindex.html)), click the **Image Data Retrieval** button. The Image Retrieval displays (Figure 1, below).

2. Enter information for document retrieval in appropriate search field boxes.

Note: Documents cannot be retrieved by using the DRMO RIC key alone. If no matches are found for a DTID and a RIC was entered in the search field, delete the RIC information and try the search again. If a more comprehensive search is desired, use the Advanced Retrieval Search Form (see page 7 directions).

3. Click the **Display Results** button. Note: the **Reset** button may be used to clear information from the fields.

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Enter as much information as possible into the key fields. A minimum of three characters must be entered in one of the following fields: DTID, Julian Date, NSN, Generator RIC or Unique Control Number.

DRMO-RIC   
DTID   
Julian Date   
NSN   
Generator RIC   
Unique Control Number

☐ Check to restrict results to cover documents only

[Help](#) [Return to Main Menu](#)

FIGURE 1

## **Section 1.2 Viewing Retrieval Results**

Based on the search information entered in the field(s) (Figure 1, page 4), the application will display a list of matching documents (Figure 2, below).

To view an image, click either **Show Image** button or the **[VIEW]** link description list. The image and indexing data will display (Figure 3, next page)



*FIGURE 2*

Note: If there are more than 10 records that match the search criteria, the system will show the first 10 matches of the search criteria and display the total number of matches found.

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## **Section 1.2 Viewing Retrieval Results, continued**

Figure 3, below, shows an example of the “View Image” screen. The information at the top of the screen shows the indexing fields. Use the scroll bar on the right and bottom of the image to view the document. If the bottom scroll bar is not visible, use the browser scroll bar to view the lower part of the screen. From this screen, users may also create a PDF or download an image.

For printing, we recommend that users generate a PDF. The PDF file recreates the image in the exact size of the original document. Printing from the “View Image” screen will produce unacceptable results. Adobe is required to view the PDF.

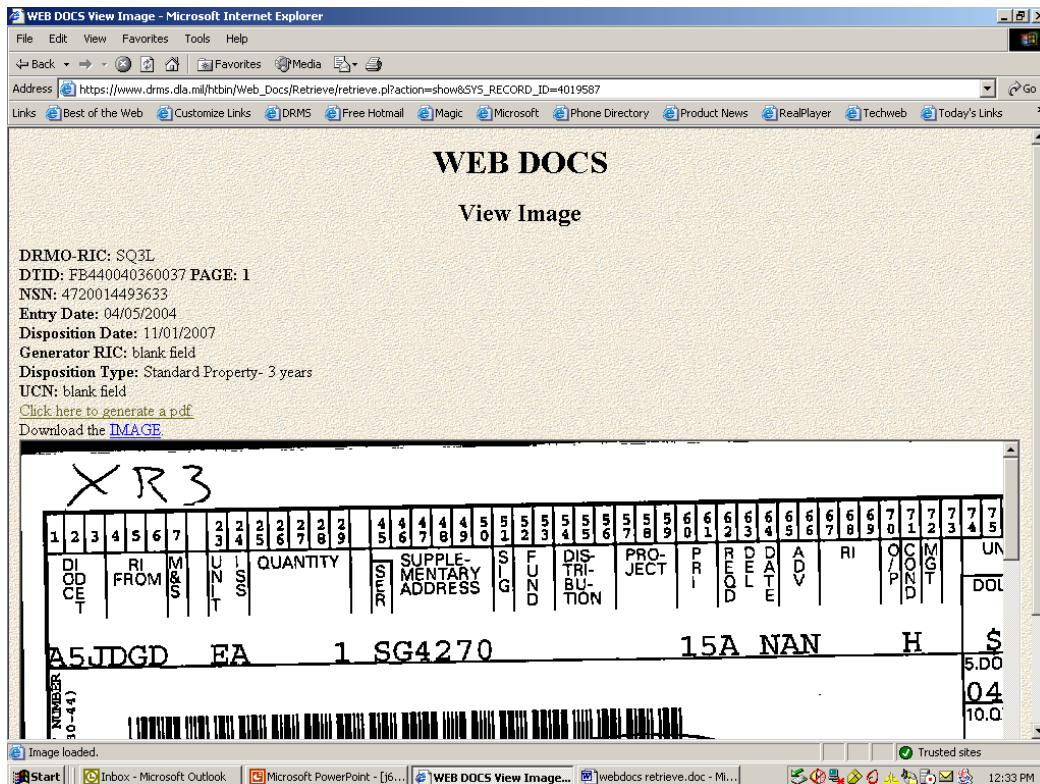


FIGURE 3



## Section 1.3 Advanced Retrieval

Users experiencing difficulty locating an image with the standard retrieval search may find the Advanced Retrieval form helpful. Use this search when only minimal information about a document is available (partial/incomplete DTID, NSN, or UCN). This search is also useful for identifying documents that meet a specific date range criteria.

When using Advanced Retrieval, enter as much information about the document as possible.

1. From the Image Retrieval Search screen (Figure 1, Page 4), click the **Advanced Retrieval Form** button. The Advanced Retrieval form displays (Figure 4, below)
2. Enter search criteria in appropriate key fields.  
Note: Check the box to the left of the field to show those results in the match list. If no boxes are checked, the system will return DRMO RIC, DTID, and Page header information only.
3. Next, click the **Display Results** button to begin the search and display the match list. The **Clear** button may be used to erase all data entered in key fields.

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Display Results Clear

Check the box on the left to show field in your results. Fill in or check the appropriate info to define your search.

1. DRMO-RIC ☐

2. DTID ☐

3. DODAAC ☐

4. Julian Date ☐

5. Serial Number ☐

6. NSN ☐

7. FSC ☐

8. NIIN ☐

9. Entry Date (MM/DD/YYYY) Starting Entry Date  Ending Entry Date

10. Generator RIC ☐

11. Disposition Type

12. Unique Control Number ☐

Sort by: ☒ Unsorted ☐ DTID ☐ NSN ☐ Entry Date ☐ Creation Order

Display Results Clear

[Help](#) [Return to Main Menu](#)

FIGURE 4

## Section 1.4 Printing Image Files

The system allows the user to create a PDF file. This also allows the user to print the image. These PDF files may be quite sizeable. Adobe Acrobat Reader is required. Acrobat Reader is available free and may be download from the Adobe website.

1. Begin from the "View Image" screen. This means the image is displayed on the screen with the indexing fields (Figure 3, page 6). Click the link, "Click here to generate a PDF", and the system will generate a PDF.
2. When the PDF file is processed, another link containing the file name will appear on the screen, underlined in blue.
3. Click on the filename link. Adobe Acrobat Reader will launch (if you have it installed) and the image will display on the screen (see Figure 5, below)
4. To print the document, click the icon that looks like a printer.
5. Complete directions for Adobe Acrobat functions can be found within the software's help files. <http://www.adobe.com>

Document Page: 1  
 DRMO RIC: SYSA DTID: FB4406002710516  
 NSN: 1560006521147LG  
 Entry Date: 02/06/2001 Generator RIC:  
 Disposition Date: 10/01/2005 Disposition Type: DEMIL- 4 years

1. TOTAL PRICE	2. SHIP FROM	3. SHIP TO
UNIT PRICE	DOLLARS CTS	FB4460 SZ35E
QUANTITY	MARK FOR	
220468	220468	
4. DATE OF INFO	5. TYPE CHARGE	
00271	011790	
6. DATE OF INFO	7. DATE OF INFO	
0001	1	
8. FREIGHT CLASSIFICATION	9. HOMOGENEITY	
NOT REGULATED		
10. ITEM ORIGIN	11. ITEM WEIGHT	
12. ITEM WEIGHT	13. UNIT CUBE	
14. ITEM WEIGHT	15. TOTAL WEIGHT	
16. ITEM WEIGHT	17. TOTAL WEIGHT	
18. ITEM WEIGHT	19. TOTAL WEIGHT	
20. ITEM WEIGHT	21. TOTAL WEIGHT	
22. RECEIVED BY	23. DATE REC	
W. A. Adams	12-4-01	
24. RECEIVED BY	25. DATE REC	
W. A. Adams	12-4-01	

UNCLASSIFIED UNSERV BAL = 0 TAC: F7GS SHIP TO ADDRESS: HOOKS, TX 75561-1330 T1  
 36502719781 CONDEMNED VEH REG NBR ITEMS WITH NO ADP COMPONENTS \*DEMILITARIZ  
 ON/DISPOSAL HAS BEEN ACCOMPLISHED. R920RW02710516 THERE IS/IS NOT RESIDUAL MP  
 HAL WHICH HAS BEEN DOWNGRADED TO SCRAP/WASTE\* DML/DSP OFFICIAL:  
 0027104152\* 0027104152\* PRINTED NAME/TIME: W. A. Adams  
 DD FORM 1348-1A, JUN 86 ISSUE RELEASE/RECEIPT DOCUMENT

FIGURE 5



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## Section 1.5 Downloading Image Files

The system allows the user to download the file to their personal computer.

1. Begin from the “View Image” screen. This means the image is displayed on the screen with the indexing fields (Figure 3, page 6). Click the link in “Download the Image”, and the system will display a File Download box (Figure 6, below) .
2. Follow the directions in the File Download box to save the image on the local PC.

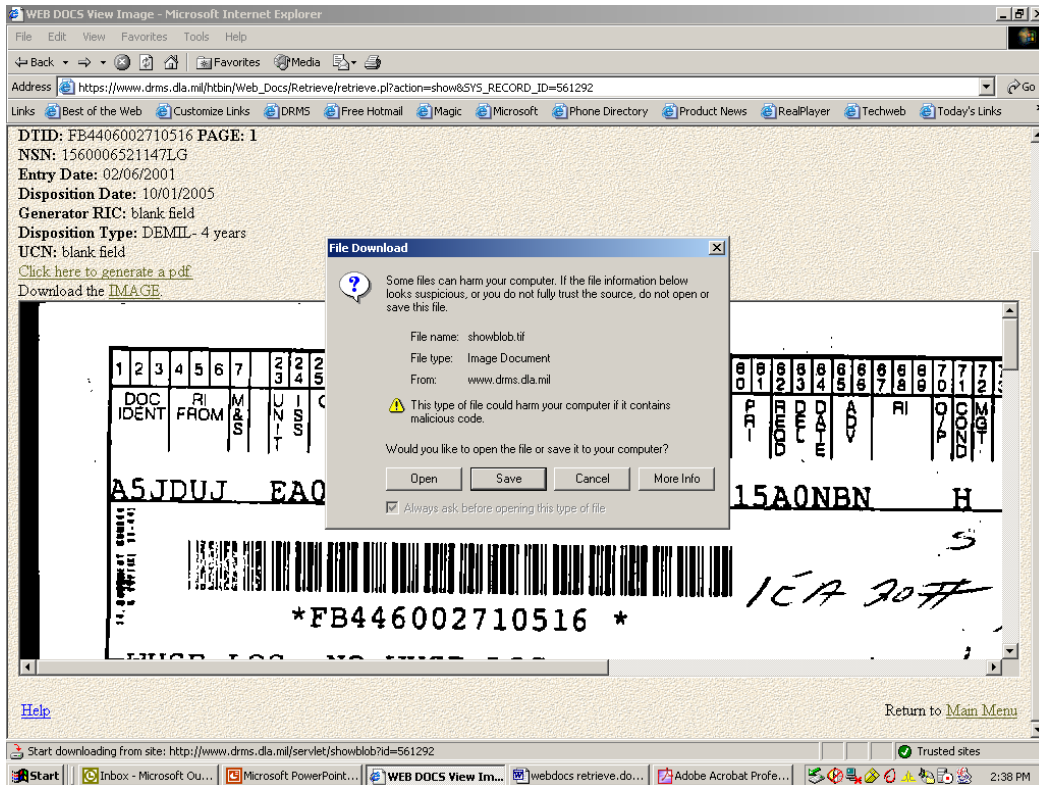


FIGURE 6